

WV Ethics Commission  
210 Brooks St., Suite 300  
Charleston WV 25301  
304-558-0664

# Employer Representation / Authorization West Virginia Lobbyist 2011-2012



**IMPORTANT:** This form is to be completed and signed by both the Employer and the Lobbyist. Original signatures are required. This authorization is valid through 2012 unless cancelled, changed or amended in writing before that time.

**Note:** All questions must be completed or the form will be returned.

## Important information

- ☐ A fee of \$100.00 and this completed Representation form is required for each entity that you represent as a lobbyist.  
Paid by check ☐ credit card ☐ (This is in addition to the base lobbyist registration fee of \$100.00)  
☐ Is this your initial registration? A completed Lobbyist Registration (LRS-1) must accompany this form.  
☐ Is this an additional representation? An **Amended** Lobbyist Registration Statement must accompany this form.

## 1. Lobbyist name as listed on Lobbyist Registration form (form LRS-1revised)

Lobbyist name \_\_\_\_\_ Registration number (if known) \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

## 2. Represented Employer, Organization or Association

► Name \_\_\_\_\_  
Complete name of represented **Employer, Organization or Association**

► Mailing address: \_\_\_\_\_  
\_\_\_\_\_ phone: \_\_\_\_\_  
\_\_\_\_\_ fax: \_\_\_\_\_

► Occupation or type of business: \_\_\_\_\_  
► Provide a general description of the subjects, topics or issues which will be the focus of lobbying efforts

\_\_\_\_\_  
\_\_\_\_\_

## 3. Lobbyist information for this employer/authorization

► Check only one: \_\_\_\_\_ Retained solely as lobbyist  
\_\_\_\_\_ Unpaid volunteer  
\_\_\_\_\_ Regular employee, services include but are not limited to lobbying

► Is the lobbyist employed or retained under any agreement, arrangement or understanding by which any compensation paid to the lobbyist is contingent upon the success of his or her lobbying activity?

Yes \_\_\_\_\_ No \_\_\_\_\_ Not applicable \_\_\_\_\_

► Lobbyist Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

## 4. Employer certification

I certify that the **lobbyist named above is authorized** to lobby on our behalf, and that to the best of my knowledge, this Statement of Representation is true, correct and complete. For questions or to obtain instructions for completing this form, please contact the Ethics Commission or refer to the website [www.wvethicscommission.org](http://www.wvethicscommission.org).

► Authorized Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

Type or print name: \_\_\_\_\_ Title: \_\_\_\_\_

Email address: \_\_\_\_\_

## WV Lobbyist Employer Statement of Representation

(Do not fax this form back to us. Original signatures are required)

### General information

Lobbyists are not permitted to Lobby until they are registered with the West Virginia Ethics Commission and complete certain training requirements. The Ethics Act places responsibility on the one who employs a lobbyist to see that the lobbyist is registered before any lobbying is done on the employer's behalf. It is a violation of the Act to employ a person to lobby who is not registered as a lobbyist....EXCEPT... upon condition that the person registers as soon as practicable before lobbying.

### Reporting by the Lobbyist is required

The employer is responsible for ensuring that any lobbying related expenditures which it makes and which are required to be reported, are reported by its registered lobbyist. *[e.g. The employer of a lobbyist holds a reception for all legislators. The employer pays all expenses directly and lobbyist has no involvement except to attend and talk with the legislators. The lobbyist must report the total cost of the reception appropriately.]* The expenditures which are required to be reported are set forth in WV Code 6B-3-1 et. seq. and in the Ethics Commission's rule, 158 CSR 12, entitled *Lobbying*. If the employer has any questions concerning whether certain expenditures are reportable, then the employer or lobbyist should contact the WV Ethics Commission for clarification.

Lobbyists must report lobbying activities and expenditures three times a year as follows.

**May 15** - covers the months of January, February, March, April

**September 15** - covers the months of May, June, July, August

**January 15** - covers the months of September, October, November, December

Reporting dates are strictly enforced and fines of **\$10.00 per day** levied for late filing (maximum \$250.00).

Reporting via facsimile is not permitted. The necessary reporting forms are mailed in advance of the reporting dates to the lobbyist mailing address indicated on the registration form. Please notify us promptly of any mailing address changes or corrections. All forms are available on the Ethics Commission website

[www.wvethicscommission.org](http://www.wvethicscommission.org)

### Representation acceptance

When this form and the appropriate fees are accepted by the Ethics Commission, the lobbyist is then registered to represent your organization. This registration is valid through the end of calendar year 2010, unless terminated in writing before that time.

### Registration expiration

Lobbyists are required to re-register in odd numbered years.

### Questions

Any questions regarding lobbyists, registration, and reporting should be addressed to the WV Ethics Commission, 210 Brooks St., Ste. 300, Charleston WV 25301. Telephone: 304 558-0664, Fax: 304 558-2169.

Email: [lucy.a.suchy@wv.gov](mailto:lucy.a.suchy@wv.gov) Web address: [www.wvethicscommission.org](http://www.wvethicscommission.org)